

## FOREWORD

Welcome to A Guide to Work Experience,

I hope that this guide will better inform you about the work experience opportunities available in the local area, providing you with more of an insight into your industry of interest. In this guide, I have tried to cover a wide range of industries to suit everyone's needs also opening more young people up to a number of future potential employers. In the past young people have commented that work experience opportunities are very poorly or unsuitably promoted, meaning even though there are many opportunities out there, young people simply are not aware of them. In addition to this, we have found that many young people do not have the skills or knowledge to apply for work experience such as CV writing skills or knowing how to write a cover letter.

Therefore, this guide also includes advice and information on writing CV's and covering letters and little tips to help you stand out to employers. You have to be able to speak and write in a way that enables you to make a good impression on an employer. This is especially important now due to the massive competition for employment and work experience between young people.

At this age you may or may not know which career path you would like to go down. Work experience is an excellent tool to help you decide what you want to do as it provides you with an overview of certain industries allowing you to make an informed decision as to what you want to study and do in the future. I wish you every success in gaining work experience and possible future employment and hope that this guide is of great assistance to you.

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